Instructions for running reports "J" and "E"

Below are two reports that should be run to ensure all data is reported or excluded.

As many of you know, practices reported in Toolkit do not always show up in PRS correctly. PRS has a search to find practices that were intended to be reported but are not. Follow the instruction below to check your counties. I have checked several counties and there is some progress there that is not "showing up."

1)   Log into PRS
2)   Click on the Data Entry tab
3)   Use Quick search criteria   **"J. Plans that have Practice with an Applied date but not Reported as Applied."**
4)   Select desired County
5)   Review and correct results
        a.   IF the practice is applied this fiscal year put a check in the report as applied box.
        b.   IF the practice was applied in a previous year but not reported put a check in the exclude box. By using the exclude box, you will cleanup the records for this search.

Another good search to use is **"E. Plans that have a Plan Approval Date this Fiscal Year and have Practices that are not Reported as Planned."**
Be careful when using this second search. This search is useful if plans are current in the National Conservation Planning database. Current meaning - not incomplete/started then abandoned and never deleted.